

## CHAPTER 122. INSPECT A PART 137 SATELLITE SITE/FACILITY

### SECTION 1. BACKGROUND

#### 1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODE: 1635

**2. OBJECTIVE.** The objective of this task is to determine that agricultural aircraft operations conducted at a satellite site conform to the Title 14 of the Code of Federal Regulations (14 CFR) and the operator's certificate. Successful completion of this task results in an indication of satisfactory or unsatisfactory in the district office file on the operator.

#### 3. GENERAL.

*A. Definition.* A satellite site is any job site other than the main base of operations; for example, a dirt strip, a field, or a seldom used job site.

*B. Need for Satellite Site Inspection.* The need to inspect an operator's satellite site may be a result of programmed surveillance. The inspection may also be in response to a complaint about an operator (see chapter 182, Conduct a Complaint Investigation).

#### 4. INSPECTOR SAFETY CONSIDERATIONS.

The nature of agricultural chemicals is that they may be toxic. (See chapter 115, Introduction to part 137 Related Tasks.) Inspectors must take every precaution to ensure that they are not contaminated by exposure or spillage.

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## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

*A. Prerequisites.* This task requires knowledge of the regulatory requirements of 14 CFR part 137 and Federal Aviation Administration (FAA) policies and qualifications as Aviation Safety Inspector (ASI) (operations).

*B. Coordination.* This task may require coordination with the airworthiness unit

### 2. REFERENCES, FORMS, AND JOB AIDS.

#### *A. References.*

- 14 CFR parts 1, 61, 91, and 137
- Program Tracking and Reporting Subsystem (PTRS) Procedures Manual (PPM)

#### *B. Forms.*

- FAA Form 1360-33, Record of Visit, Conference, or Telephone Call
- FAA Form 8000-36, Program Tracking and Reporting Subsystem Data Sheet

#### *C. Job Aids.*

- Satellite Site Inspection Job Aid (figure 122-2)
- Agricultural Pilot inspection Job Aid (figure 122-3)
- Agricultural Aircraft Inspection Job Aid (figure 122-4)
- Sample letters and figures

### 3. PROCEDURES.

*A. Schedule Inspection.* Coordinating with airworthiness, schedule a date and time for the inspection. Decide whether this inspection will be done with or without notice to the operator.

(1) If the inspection is to be conducted with notice to the operator, notify the operator, by telephone or in writing.

(a) If the operator is notified by telephone, record the results on FAA Form 1360-33, and place it in the operator's file.

(b) If the operator is notified in writing or the telephone call is confirmed in writing, refer to figure 122-1.

(c) Review the operator's district office file.

(2) If the inspection is to be conducted without notice to the operator, review the district office file on the operator.

*B. Review Operator's File.* Check the district office file on the operator for previous violations, complaints; accidents, incidents, and other inspection reports. Note any areas which require special scrutiny.

*C. PTRS.* Enter the appropriate PTRS code to open the task.

*D. Job Aids.* Use the Satellite Site Inspection Job Aid (figure 122-2), the Agricultural Pilot Inspection Job Aid (figure 122-3), and the Agricultural Aircraft Inspection Job Aid (figure 122-4) during the inspection.

*E. Regulatory Considerations.* Observe operations at the satellite site for compliance with the appropriate sections of part 137, subparts B, C, and D.

*F. Inspection Satisfactory.* If the inspection is satisfactory, note the outcome on the job aid.

#### *G. Inspection Unsatisfactory.*

(1) If the inspection is unsatisfactory, note the unsatisfactory items on the job aid. Confirm them in writing with the operator (figure 122-5).

(2) Initiate an enforcement investigation as appropriate.

#### *H. Debrief Operator.*

(1) Compliment the operator on all satisfactory items or areas where compliance standards were exceeded (e.g., company policy requires use of crash helmets).

(2) Discuss any unsatisfactory items and how to improve them.

(3) Discuss any unsatisfactory items which may require an Enforcement Investigative Report (EIRS) and the normal enforcement action process, if applicable.

*I. Inspection Reports.* Place the job aid, any reports, and correspondences in the district office file on the operator.

*J. PTRS.* Make the appropriate PTRS work entries for:

- (1) Surveillance/inspection,
- (2) Any open items, and
- (3) Enforcement action.

*K. Airworthiness Deficiencies.* If airworthiness deficiencies exist and an airworthiness inspector was not present, notify the principal airworthiness inspector or the airworthiness unit supervisor.

*L. Other District Office Information.* If applicable, mail a copy of the inspection report and other documentation to the operator's Certificate-Holding District Office (CHIDO).

**4. TASK OUTCOMES.** Completion of this task results in either:

*A.* Placing an indication in the district office file on the operator that the inspection was satisfactory, or

*B.* Placing an indication in the district office file on the operator that the inspection was unsatisfactory.

#### **5. FUTURE ACTIVITIES.**

*A.* Depending upon the outcome of the inspection schedule the next inspection as programmed or earlier as necessary.

*B.* Follow-up on open items.

*C.* Possible enforcement investigation if the inspection revealed a violation of the 14 CFR or the conditions of the operating certificate.

**FIGURE 122-1**  
**LETTER CONFIRMING DATE, TIME, AND LOCATION OF SATELLITE SITE INSPECTION**

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[*FAA Letterhead*]

[*Date*]

[*Operator's name and address*]

Dear [*operator's name*]:

This letter is to confirm our telephone conversation on [*date*] to the effect that an inspection of your operations will be conducted at [*location*] on [*date of proposed inspection*]. Enclosed is a copy of the inspection aid that will be used to assist in determining whether this operation is in compliance with Title 14 of the Code of Federal Regulations part 137.

Should you have any questions concerning this inspection or will not be available on the above date, please notify this office [*telephone number*].

Sincerely,

[*Principal Operations Inspector's signature*]

**FIGURE 122-2**  
**SATELLITE SITE INSPECTION JOB AID**

NAME AND ADDRESS OF OPERATOR	CERTIFICATE NUMBER	DATE OF INSPECTION			
LOCATION OF INSPECTION	INSPECTORS				
ITEM INSPECTED	14 CFR REF	SAT	UNSAT	N/A	
1. Private operator meets appropriate requirements.	§ 137.19(b)(d)(e)				
2. Commercial operator meets appropriate requirements.	§ 137.19(c)(d)(e)				
3. Operator has copies of 14 CFR parts 91 and 137 (recommended).	not required				
4. Location of nearest poison control center known (recommended).	not required				
5. Aircraft inspection.	§ 137.53(c) or § 91.405				
6. Restricted aircraft operating limitations.	§ 91.313				
7. Weight placard on hopper.	not required				
8. Airman certificates and pilot qualifications.	§§ 137.19, 137.41				
9. Aircraft equipped for dispensing.	§§ 137.19(d), 137.31(a)				
10. Shoulder harness.	§§ 137.31(b), 137.42				
11. Helmet - DOT/MIL SPEC (recommended).	not required				
12. Facsimile of certificate on board each aircraft used.	§ 137.33(a)				
13. Airworthiness and registration certificates inspected.	§ 137.33				
14. Private operator complies with limitations.	§ 137.35				
15. All personnel aware of duties and responsibilities.	§ 137.41(a)				
16. Supervisors meet knowledge and skill requirements.	§ 137.19(e)				
17. Pilot-in-command appropriately certificated for operation.	§ 137.41(c)				
18. Pilots have competency letters or logbook endorsements.	§ 137.19				
19. Operating name same as business name.	§ 137.55				
20. Pilots meet knowledge and skill requirements.	§ 137.19(e)				
21. Operator's address same as on file.	not required				
22. Other items.					

**FIGURE 122-2**  
**SATELLITE SITE INSPECTION JOB AID - Continued**

[illegible]

[illegible]

For pilot certificate (GR), use: P-Private, C-Commercial, A-Airline Transport.



### FIGURE 122-4 AGRICULTURAL AIRCRAFT INSPECTION JOB AID

[illegible]

**FIGURE 122-5**  
**LETTER CONFIRMING ANY UNSATISFACTORY ITEMS**

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*[FAA Letterhead]*

*[Date]*

*[Operator's name and address]*

Dear *[operator's name]*:

This letter is to confirm those items that were unsatisfactory at the satellite site inspection conducted at *[location]* on *[date]* and the present status of those items.

*[The inspector should list each item and indicate:*

- *Whether sufficient corrective action has been taken by the operator;*
- *that enforcement action may be initiated if no corrective action is taken by the operator ; and*
- *If a follow-up inspection is required to determine if corrective action has been completed, and when that inspection will take place.]*

Sincerely,

*[Principal Operations Inspector's signature]*